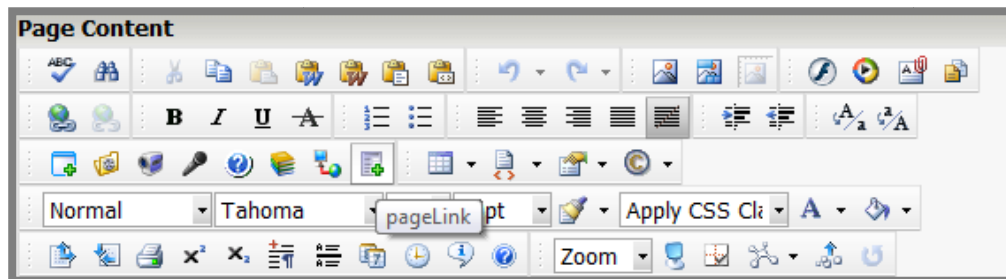


How to Link an Internal Page

With SharpSchool's system hyper-linking to pages within your school site is simple. This can be managed through the *Page Link* feature available on the WYSIWYG editor.

WHERE TO LOCATE THE **PAGE LINK** BUTTON

The *Page Link* button is available to all users of the WYSIWYG Editor. This button allows you to insert links to pages on your site on a Content Space Page. The icon for this tool contains the image of a page and a **+** symbol.



HOW TO USE **PAGE LINKS**

Clicking on the *Page Link* button will open a window containing all the links on your site. To insert a link, simply click on *Insert* next to the title of page you want. If you cannot remember what a page looks like, simply click *Preview* to see the page. Also, you can search for pages by typing in the page name in the *search field* on the top of the window. Once you're done, simply click on the **X** button on the upper right corner of the window.

Note: you can simply browse all pages by clicking on the page numbers 1 2 3 4 > > ... on the lower right corner of the window.

